

TENTOO

a **brisker** company

**Approving and submitting
hours in Pay4me**

Approving hours

Step 1: Log on in Pay4me

Step 2: In your personal Pay4me dashboard you will see a blue pop-up saying “Opgelet! U heeft uren die nog niet geaccordeerd zijn”. This means: “Warning: There are hours which haven’t been approved yet.”



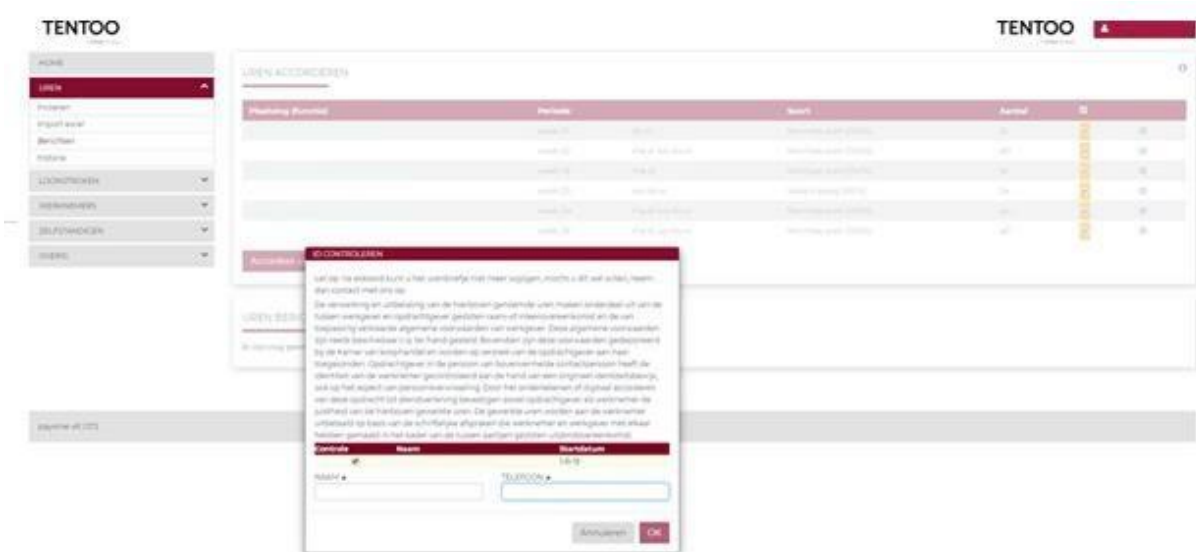
Step 3: Click on the pop-up. You will be forwarded to the next page:

Bekijk hier uw pro forma factuur en basis van recente geregisteerde uren.

Plaatsing (functie)	Periode	Soort	Aantal	☑	
	week 31	00-00	Normale uren (100%)	16	<input type="checkbox"/>
	week 32	ma 01 tot 00-00	Normale uren (100%)	40	<input type="checkbox"/>
	week 33	ma 01	Normale uren (100%)	16	<input type="checkbox"/>
	week 33	tot 00-00	Vrijdag (100%)	24	<input type="checkbox"/>
	week 34	ma 01 tot 00-00	Normale uren (100%)	40	<input type="checkbox"/>
	week 35	ma 01 tot 00-00	Normale uren (100%)	40	<input type="checkbox"/>

Accordeer uren Controle-overzicht uren

Step 4: Click on the weeks to check if the hours were submitted correctly. Once you have done that you can tick all the boxes, or the specific ones you want to approve. And click on ‘**accordeer uren**’.



Step 5: An ID check pop-up will appear. This asks you to confirm that the employee worked those hours and their identity. You check the box in front of the person’s name and then fill in your name and phone number. By clicking on OK you approve the hours.

Submitting hours

Step 1: Log on in Pay4me

Step 2: Click on **uren** (hours) and then on **invoeren** (enter)

Step 3: Select an option in the **selecteer plaatsing** (select posting) menu. In the **kies periode** (choose timeframe) menu, select the timeframe '**Kies Periode**' for which you would like to enter your hours:

Please note: Make sure you submit your hours on time. A period that happened too long ago will be removed from the overview.

Step 4: Once you have selected a timeframe, you can submit the worked hours per day. Regular hours can be submitted as '**normale uren**'. If you want to enter hours other than regular ones you can add a new row by clicking on the **plus sign**. By clicking on the drop-down menu of '**normale uren**' you can select the type of hours you want to submit:

Overtime = Overuren

Vacation hours = vakantiedag

Travel allowance / expenses = Reiskosten / Kilometers á €0,19

A bonus can be filled in as overig bruto

Step 5: After you have submitted the hours you can go to **'uren berichten'**. This is where you confirm what you just submitted. Once you have submitted the hours, the employee can approve his hours himself via his Pay4me portal.

Plaatsing (functie)	Periode	Soort	Aantal	<input checked="" type="checkbox"/>	
	week 34	ma di do vr	Normale uren (100%)	24	<input checked="" type="checkbox"/>
	week 34	zo	Normale uren (143%)	3	<input checked="" type="checkbox"/>

Please note: Make sure you check the hours before you finalize your input. By ticking the boxes behind the hours and clicking on **'accordeer uren'** you confirm the hours.